



Virginia Social Services System Strategic Planning Steering Committee

Meeting Minutes October 31, 2005 10:00 a.m. to 12:00 p.m. Henrico Room, DSS Henrico Office, Forest Office Park

Attendees: Members – Commissioner Conyers, Mark Johnson, Gordon Ragland, Donna Douglas, Dana Paige, Diana Hutchens, Sarah Snead, Jane Conlin, Cynthia Martin, Jack Frazer, Ray Goodwin, Renee Fleming-Mills, Duke Storen, Harry Sutton, Dottie Wells, Nick Young, Brenda Macklin for B. J. Northington
Facilitator – Bo Harris
Staff – Margaret Schultze, Jeanine Labrenz, Carol Marion

I. Call to Order, Introductions

Bo Harris called the meeting to order and relayed regrets from a number of members and facilitator John Wheatley.

II. Minutes

The minutes from the previous meeting in September were approved.

III. Review Action Items List

Item 89: John Wheatley, Determine the manner in which we will solicit input from the local departments when plans are being developed.

Remains Open

Item 90: John Wheatley, Develop survey to collect data about all current plans used. It will include information about the necessity of the plan.

Remains Open

Item 98: John Wheatley, Place final Service Area Plans on the Web site

Remains Open

Item 101: Marcella Williamson, Create a quarterly status report and present first draft to the steering committee for approval.

In the absence of Marcella Williamson, John Wheatley has assumed responsibility this action item. A proposed quarterly update report template was presented. The committee discussed the need for goal committee meeting minutes and quarterly update reports. The committee will make a final decision on the report format at the next steering committee meeting.

Remains Open.

Item 104: Mark Johnson, Diana Hutchins, Identify a committee member replacement for Cookie Roberts.

Clark Earl has been selected to replace Cookie Roberts on the steering committee. Diana will let him know about the next meeting date.

Item Closed.

Item 105: Steering Committee, Members to submit suggestions for new membership categories to John Wheatley for discussion at the next meeting.

The committee discussed expanding membership to include private sector, representation from VLSSE affiliate organizations and clients. Also discussed were terms for members. Dana Paige suggested that the committee considered rotating members annually. Dottie Wells noted that it would be a good idea to have a fresh set of eyes. Mark Johnson added that a fresh look is good but that there needs to be a good reason to bring them on (i.e. implementation). Commissioner Conyers added that one would be a more active during implementation if one has a seat at the table. Duke Storen and Donna Douglas will draft a document with options for consideration to be reviewed at the next meeting

Remains Open.

Item 106: Diana Hutchens, Report to the committee on the strategic planning activity held at the fall VLSSE conference.

Strategic Planning will be a part of the Plenary Session at VLSSE meeting on Wednesday, November 9th, 10:30 -12:30. Diana reviewed the proposed outline for the presentation and called for additional messages. Donna Douglas added that it was important for members to be familiar with JLARC report as the foundation for moving forward. Mark Johnson added, this is going to happen, it is not going away. Duke added that the change of administration will carry the initiative forward. Donna Douglas referenced Chesterfield County SP document, suggested that we develop a similar document that reflects status of our plan. Donna added the need for familiarity with SAPs.

Remains Open.

Item 107: John Wheatley, Distribute service area plans to members.

The SAPs and strategic plan in the new state format have been distributed.

Item Closed.

IV. New Business

1. *Transfer of Committee Co-Chair: Ray Goodwin.*

Ray Goodwin noted that he is still co-vice chair of committee and suggested that the co-vice chair role should be filled by the Chief Operating Officer position. Nick Young suggested that the new CFO should assume goal championship for Goal 6. Members agreed.

2. *New membership discussion/charter review: Duke Storen.*

This was discussed as part of action item 105.

3. *Membership commitment discussion/charter review: Jack Frazier.*

Jack Frazier asked that folks re-commit to the process. He suggested that those who have not attended regularly be approached and asked to recommit or resign. Commissioner asked about Community Action Agency (CAA) representation on the Goal Committees. He encouraged Committee Chairs to get CAA representation on their committees. Cynthia assured that she would help find representation.

The value of the Committee attendance sheet as a public document was discussed. It was noted that attendance cannot be equated with commitment in all instances because of hectic schedules.

4. *Review meeting dates for November and December: Bo Harris.*

The committee decided to cancel the November 16 meeting. The December meeting will be December 9th, 10:00 a.m. - 12:00p.m.

5. *Goal 2 Update Handout: Donna Douglas.*

Donna provided a hand out of an updated version of Goal 2 for committee review. The Committee agreed to review the revision in preparation for the next meeting.

6. *Division of Strategy Management and Research: Bo Harris.*

Bo discussed the formation of a new unit to manage Strategic Planning, Research, Change Management, and Emergency Management. The Commissioner commented that the VSSS and the Department has been planning in silos. Planning is not as coordinated as it should be, beginning at the Division level. He supports the ongoing Strategic Planning process and commented that institutionalizing it will let the System know we are serious about Strategic Planning. Duke recommended that we crosswalk JLARC report recommendations, Strategic Planning, Service Area Plans etc. Bo and Margaret have been working on a follow-up process incorporating all of these initiatives. They will bring this to the group for discussion at the next meeting.

V. Adjourn

Meeting adjourned at 11:20.

The next meeting will be December 9th, 10:00 a.m. to 12:00 p.m.